

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 999-005

AGENCY: Department of Alcoholic Beverage Control

DIVISION: Finance and Accounting

SUBUNIT:

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, before the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

ST. RECORDS ADMINISTRATOR

AGENCY RECORDS MANAGER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE:

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

This revision of schedule 999-005 adds series number 7.

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| 1. Routine Accounting Records | See GS-102, <u>Fiscal Records Retention and Disposition Schedule</u> . |
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Merchandise Disbursement

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| 2. Merchandise Average Cost Records | Retain 3 years or until audited, whichever is longer, then destroy. |
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Accounting Services

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| 3. Stores Daily Summary | Retain 3 years or until audited, whichever is longer, then destroy. |
| 4. Stores Monthly Sales and Inventory Report | Retain 3 years or until audited, whichever is longer, then destroy. |
| 5. Inventory Reports and Supporting Documentation (WIC/IMAC Reports) | Retain 3 years or until audited, whichever is longer, then destroy. |
| 6. Credit Card Sales Activity | Retain 7 years, then destroy. |

Accounts Payable

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| 7. Lottery Records | Retain 3 years after the close of the fiscal year, or until audited, whichever is longer; then destroy. |
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